

EL PASO IS ABOUT TO BECOME A LOT MORE COLORFUL!!

FOOD VENDOR APPLICATION FORM

Application Deadline: September 10, 2012

Chalk the Block Public Art Festival - October 12th – 14th, 2012 FOOD VENDING ON OCTOBER 13TH – 14TH ONLY

Food Vendors are invited to participate in the 5th Annual public art festival, Chalk the Block.

Overview of Event

On Friday, October 12th from 6:00 p.m. – 10:00 p.m., Saturday, October 13th from 10:00 a.m. – 10:00 p.m. and Sunday, October 14th from 11:00 a.m. to 3:00 p.m., the City of El Paso Museums and Cultural Affairs Department (MCAD) in partnership with the El Paso Community Foundation, will host an extraordinary event to attract and invite seasoned and emerging visual artists to use chalk to create works of art on the city sidewalks of downtown El Paso. Based on last year's attendance, we expect 30,000 El Pasoans and tourists to descend upon Arts Festival Plaza and event locations of San Jacinto Plaza and Cleveland Square (Please note: vending opportunities available only Saturday 10/13 and Sunday 10/14).

Chalk the Block will be a fun-filled event and will host entertaining activities for people of all ages, including a Kids Zone, an interactive public chalk area, temporary art installations, art vendors, live music, fire and aerialist performances, great food, chalk art competitions, and much more!

Information for Food Vendors

Applications must be received by **5:00 pm on Monday, September 10, 2012.** Upon approval, vendors will be charged a fee for the rented space. Vendors will be responsible to bring all operation equipment and supplies. Spaces are limited!

Food vendors must have all permits and be in compliance with standards set forth by the Health Department. Vendors must visibly display all permits.

For further information please contact Chris Espinoza, at (915) 541-4895 or espinozac@elpasotexas.gov

EL PASO IS ABOUT TO BECOME A LOT MORE COLORFUL!!

SPACE GUIDELINES

1. Please bring your own supplies and equipment (food supplies, tables, chairs, tents, stoves, grills, electricity, water supply). **Access to electricity will NOT be provided.** No Patio furniture. Spaces will be marked and numbered on the pavement. Your assigned space will be indicated on your Vendor pass. Assignments are final; vendors MAY NOT reassign themselves. **Booths are Non-Transferable**. Lighting will be provided. Chalk the Block vendor permits must be displayed at all times. Vendors without these permits will be asked to leave.

2. Saturday:

Check in will begin promptly at **8:30 a.m. on Saturday, October 13th. (must be ready to sell by 10:00 a.m.)**. Although event security will be available, vendors are responsible for assigning an individual to remain with the space at all times. Teardown will be by 9:00 p.m. (times may be extended). Overnight security is not provided; vendors are responsible for their own equipment, supplies and personal property.

Sunday:

Check in will begin promptly at **8:00 a.m. on Sunday, October 14th (must be ready to sell by 9:45 a.m.)**. Teardown will be by 3:00 p.m. (times may be extended).

3. **FOOD CRITERIA & SELECTION** In order to ensure a diverse food selection, pricing and menus, a vendor committee will select all vendors. Food vendors not selected will not be permitted to vend at the event.
4. **NOTIFICATION & CANCELLATION**
All food vendors will be notified of their selection for the vendor booth by September 12, 2012. No refunds will be made if the event is cancelled.

5. LOGISTICS

- a. **Parking:** Pay to Park Available at the Mills Plaza Parking Garage and the Convention Center Parking Garage. Free parking is also available at the City Hall Parking lot. Only food trucks are allowed to remain at the event. No extra vehicles will be permitted inside the food vendor area during the event.
- b. **Trash:** Vendors are responsible for removal of all trash from the vendor space and dispose properly in the appropriate city containers.
- c. **Sales Tax:** All vendors are responsible for collecting and paying Texas State Sales Tax as applicable to their product. You may obtain more information or a tax permit at the State Comptroller's web site (www.window.state.tx.us) or by calling 1-800-252-5555.

6. FEES and PERMITS

Food vendors are responsible for their food handler's permits and fees.

Event Space Fee (non-refundable):

\$ 50.00

EL PASO IS ABOUT TO BECOME A LOT MORE COLORFUL!!

BOOTH FEE PAYMENT:

To guarantee space, booth fees must be received by the MCAD offices by COB **Monday, September 24, 2012**. Cash, check or credit card (Visa, Mastercard, Discover). Credit cards may be taken over the phone or done in person at the MCAD located at City Hall, 2 Civic Center Plaza, 2nd Floor. *Proof of payment must be shown before vendor booth can be confirmed.

Food Vendor Application

Name: _____
Address _____ City _____ ST _____ Zip _____
Home Phone _____ Work _____ Fax _____
E-mail address _____

Description of food item(s) to be sold (must include price range):

ITEM	PRICE

PLEASE EMAIL THE VENDOR APPLICATION FORM TO CHRIS ESPINOZA at
MCADevents@ELPASOTEXAS.GOV